

ONE POS

User

Manual

A brief hand guide for
ONE ERP POS SYSTEM

MYIT SOLUTION

Latest update on: 03/09/12

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POS Get Started

ONE ERP Point of sales SYSTEM (POS) transform a PC into a powerful POS cash register for retail sales, services, or rental businesses. ONE ERP system can be customize and operated with or without bar code equipment.

During the basic transaction, product codes are entered or scanned into the transaction and the screen instantly displays the quantity, price, and product description. When completed, the transaction is totaled, sales tax is applied, change is computed, the cash drawer is opened, a receipt is printed, and inventory and sales records are updated.



QUICK START

This section sets up the system and starts explaining the POS reference design and how to use it. The reference design consists of the POS system and the database installed in a PC. The following pages describe the general steps and descriptions for this procedure.



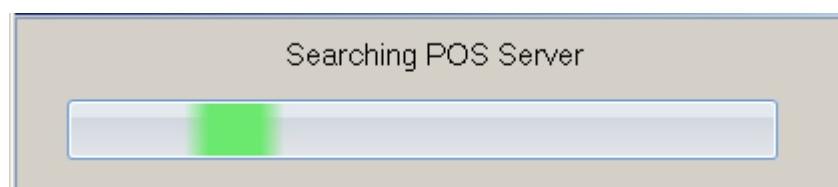
Before we login into the POS system, user can set up some of the settings like database, printers, cash drawers, LED Display, Customer, Others (dual screen), license and auto updates.

Database Setup

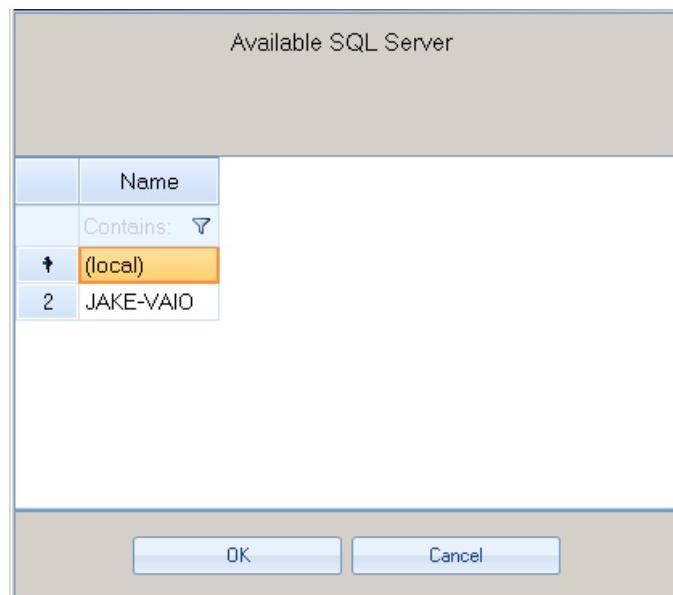
1. User has to make sure that the database can work perfectly before start to use the system, it is essential that database is active to run.



2. At server section (PC name), user can browse by clicking the ... button. It will search for available server.



3. The server search result:

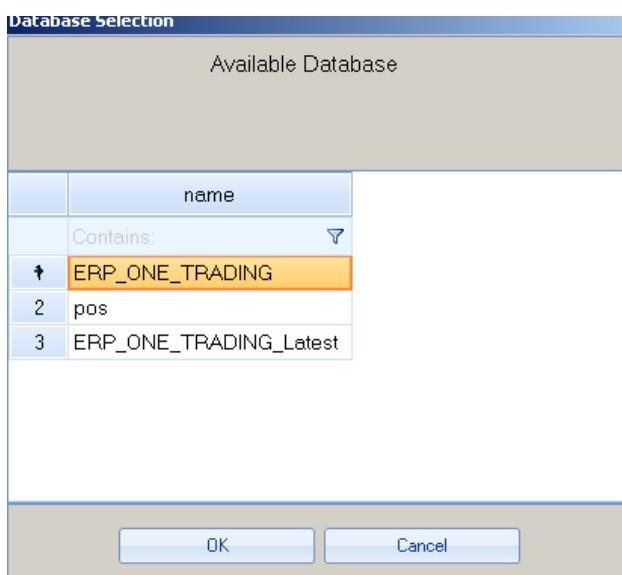


4. User will need to key in the username and password.

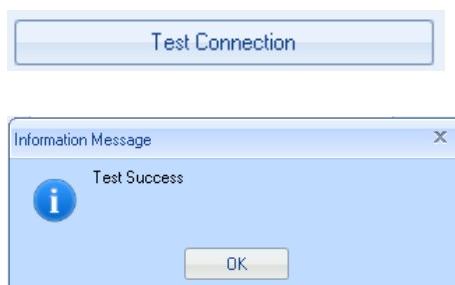
*The username and password will be provided by your local agent.

Username	sa
Password	*****

5. Choose database from the  button. It will show a list of database and select the appropriate and press ok.

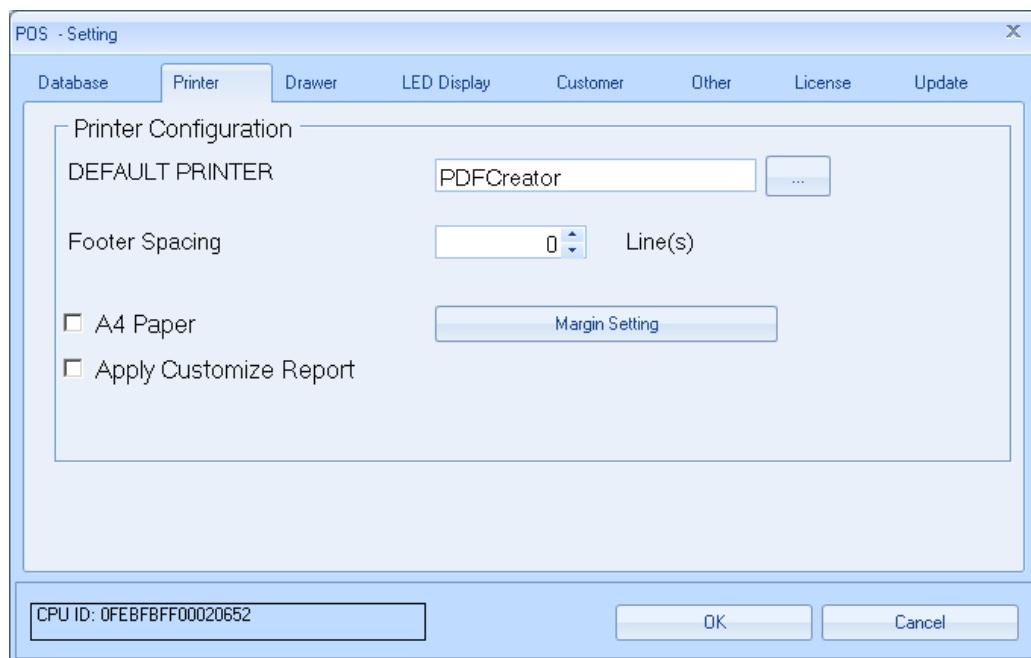


6. Press the “TEST CONNECTION” to start test. (This part is to make sure the database is running perfectly).

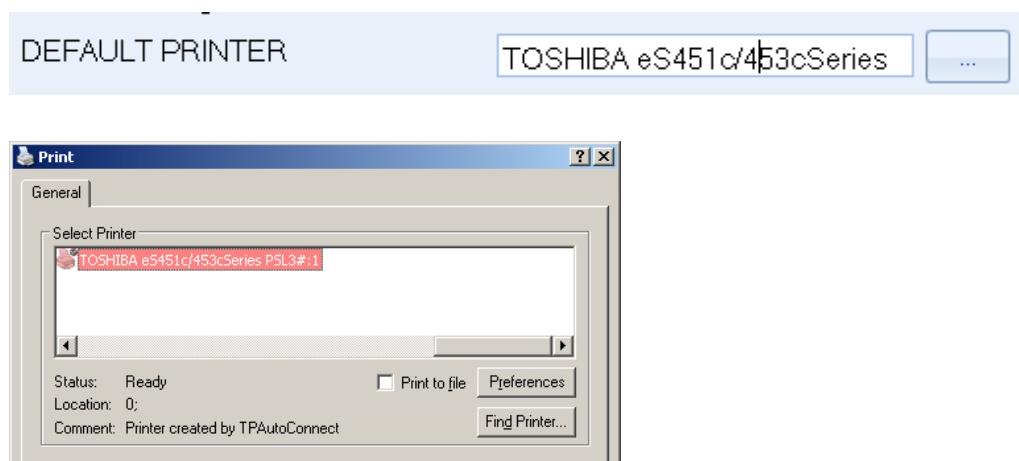


Printer Configuration

1. User able to setup their printer for POS at this section. (the printer is use to print receipts, order bills or related reports from your POS)



2. Select a default printer.



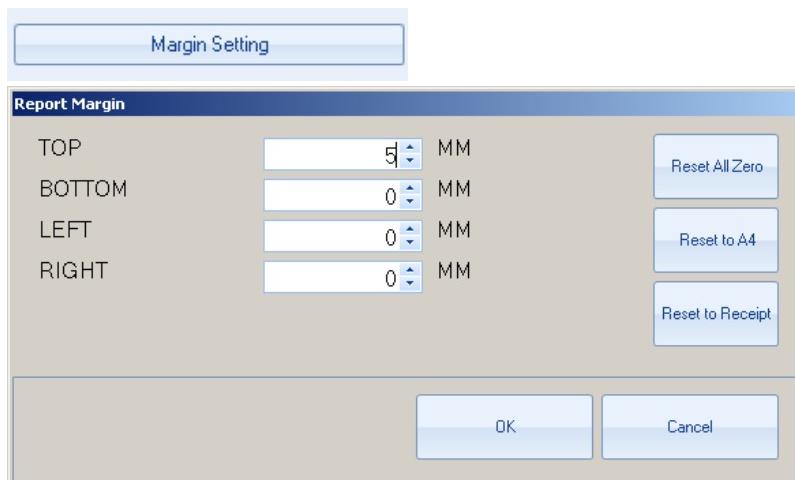
3. Footer spacing; this setting is for adjusting the printing margin and size.



4. A4 paper: this section is to allow A4 printing. To enable A4 printing user has to select the checkbox.

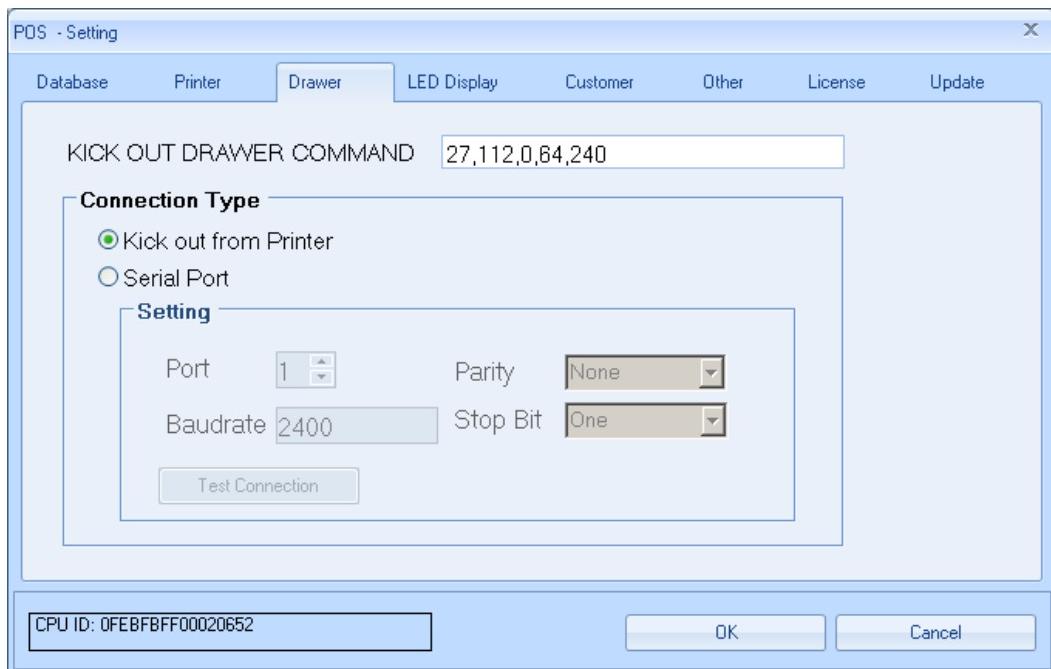
A4 Paper

5. A4 paper margin can be adjusted by using the margin settings.



Cash Drawer Configuration

1. This section is to configure the settings for cash drawer.



2. Kick out drawer command: The command for kick out drawer is default on value.

KICK OUT DRAWER COMMAND

3. To select connection type for the Cash drawer, user can either let the drawer to kick out when a receipt is printed or it can be kick out by default without using a printer.

Choose the connection type from the radio button.



4. “**Kick out from printer**” mainly connecting using a printer and the drawer will kick out when the printers print receipts. The “**Serial Port**” type is allowing user to directly connect the cash drawer to their POS machine.
5. When settings is done, click on the “**TEST CONNECTION**” button, if cash drawer responded by kicking out, it means it works as intended.

LED Display settings (Pole Display)



1. This section is to show how to add in a LED (pole display).

The screenshot shows the software's main menu with tabs: Database, Printer, Drawer, LED Display (which is selected and highlighted in blue), Customer, Other, and License. Under the LED Display tab, there are two main sections: 'Port Setting' and 'Text Setting'. In 'Port Setting', the 'Port' dropdown is set to 1, and the 'Baudrate' dropdown is set to 9600. In 'Text Setting', there are two rows: '1st Row' with a dropdown menu labeled 'DESCRIPTION' and '2nd Row' with the text 'Selamat Hari Raya'. To the right of 'Text Setting' is a 'Display Setting' section containing four checked checkboxes: 'Show Price', 'Show Payment', 'Show Changes', and 'Show Total'.

2. If user wishes to display the LED Display, select the “Connect LED Display” checkbox.

NOTE: For “**SUREDISPLAY**” please key in **9600** in the **Baud Rate**.

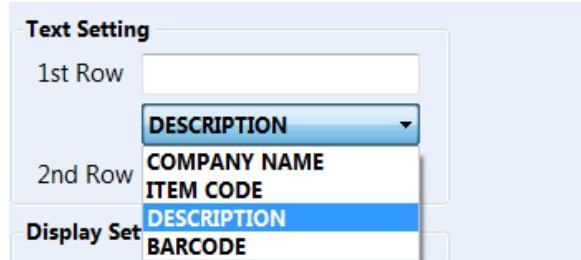
*each pole display might have different baudrate, please kindly check from vendor or see the pole display user manual if the LED pole display is not working.

This screenshot shows the same software interface as the previous one, but with a red box highlighting the 'Port' dropdown in the 'Port Setting' section. The dropdown is currently set to 1.

3. Click on the TEST CONNECTION button. It will display a message if the display is successfully connected.



4. Go to the **TEXT SETTING** section to customize the pole display text:



Select from the drop down list, user can choose from Company name, Item Code, Description, or Barcode.

5. User can also set a “thank you” or “greeting” message at the 2nd row. The second row will be shown when a payment has been made.



6. User can choose which item to be display with the display settings.



Customer settings (member)

1. This section allow user to set the format of the customer information.



2. User can easily set the format by clicking the button listed below.



3. The detail is added accordingly with the format.

{CompanyName} {FirstName}

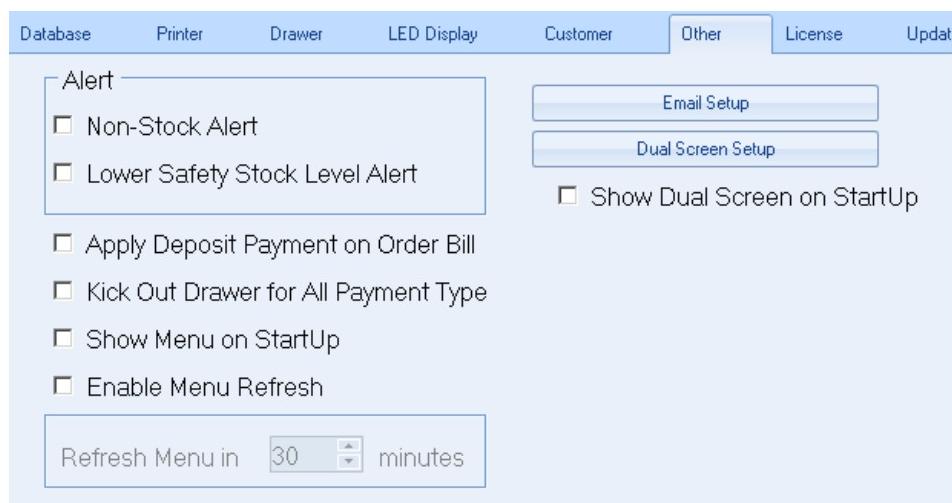
4. The customer name will be show according to this format on the POS system menu.



Others settings

This section allow user to adjust all sorts of settings.

- Stock Alert
- Email Setup
- Dual Screen Setup



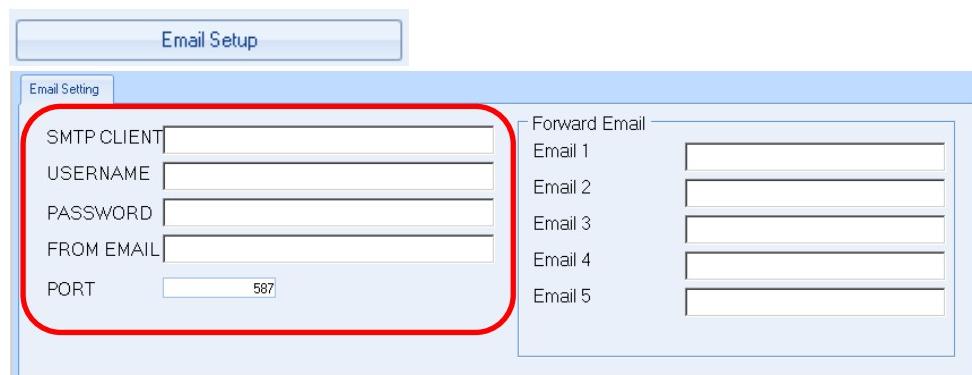
Stock Alert

1. User can set or disable stock alert on the alert section. (This section is to provide user to have a reminder for their stock quantity).



Email Setup

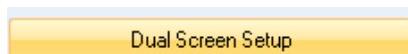
1. User can set the email function for the daily sales for which it will be forwarded to.



Dual screen setup (additional display)

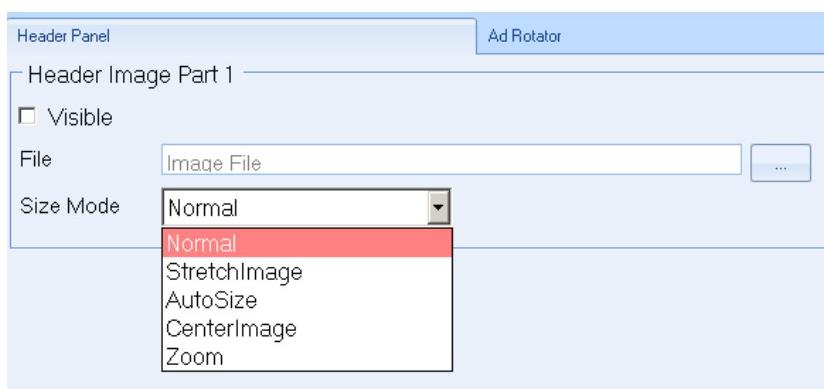
1. User can setup another display for customer viewing or advertising purpose.

2. Click on the Dual screen setup button.



3. There is a function for advertising in dual screen mode.

4. On the header Panel section. User can choose to enable a banner type of image advertisement on top of the customer screen.



2nd Screen (customer screen)



5. There is an Ads rotator at the left side of the screen. This part allows user to either put multiple image for rotates or runs a video types of advertisement. User can choose whether to put pictures or video as the default ADS.



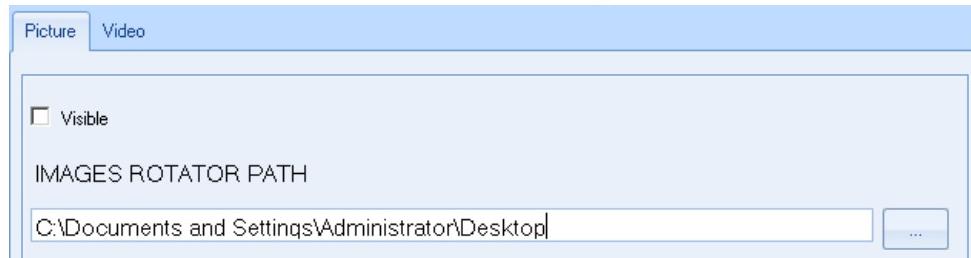
6. User can set the panel width (adjusting the size of the advertisement).



7. For image advertising:

Enable this image function by clicking the “Visible” check box.

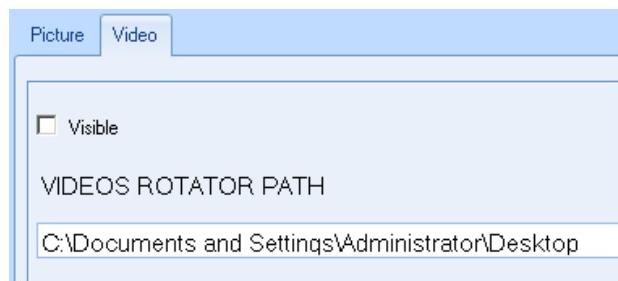
Choose the path that user wishes to load the images.



8. The image rotating timing can be adjusted at this part.



9. For video advertisement:

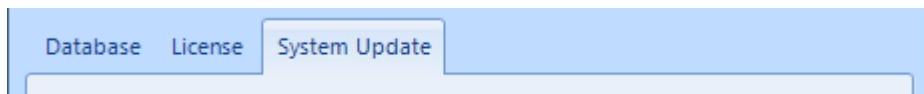


10. User can show the 2nd screen as a full screen ads:

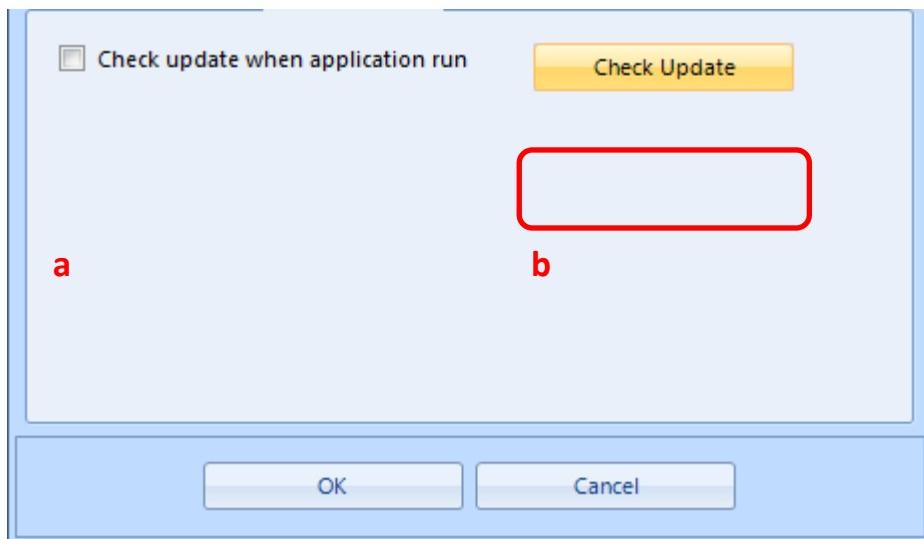


Update System

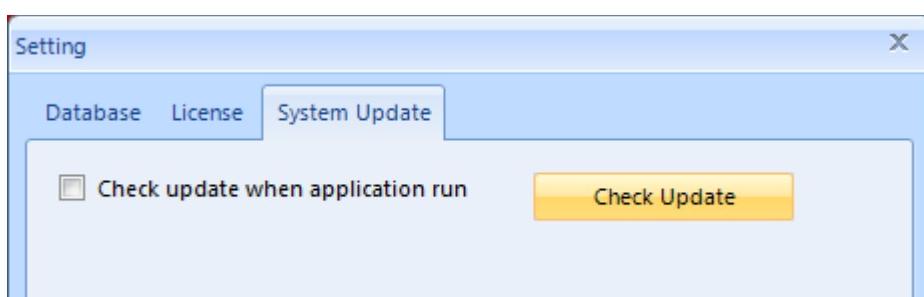
1. Click on the system update tab button.



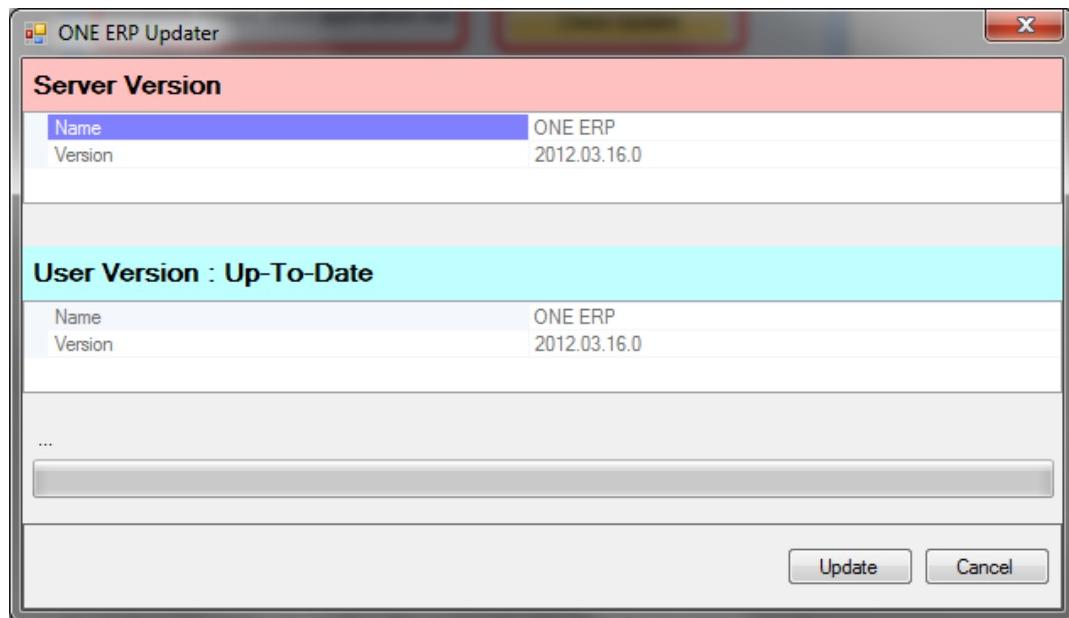
2. The SYSTEM UPDATE setting screen will be shown as below.



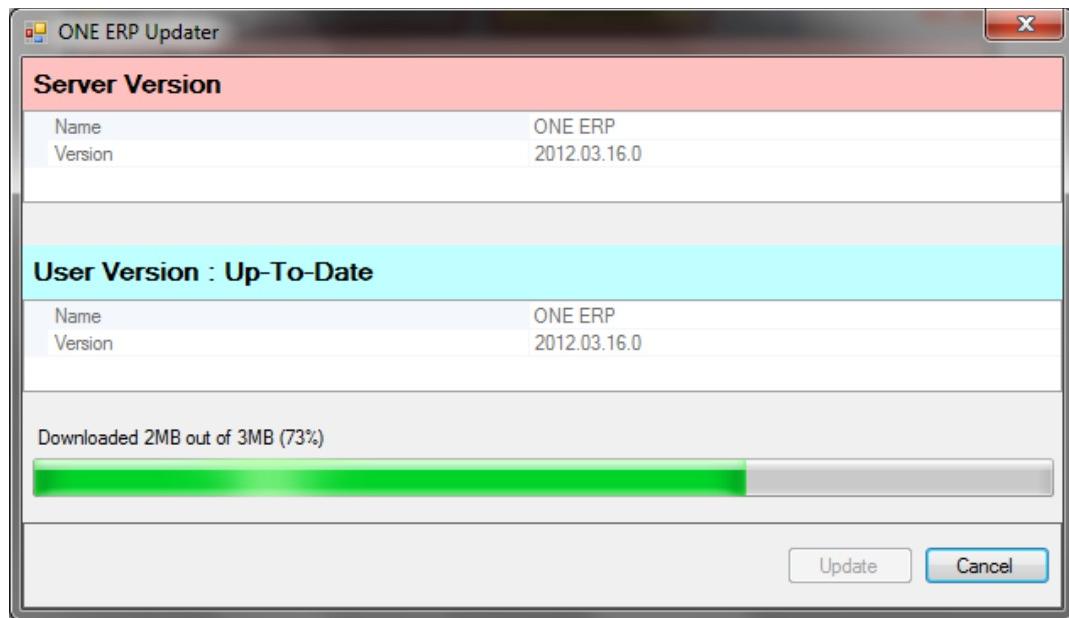
- a) Automatically update when ONE ERP is launch.
 - b) Check for update manually.
3. Select the “Check Update” button; the updater screen will appear for updates.



4. The updater will automatically detect the system; if the application is latest the system will show “**Up-To-Date**” else the word “**Update required**” will be shown.



5. To update, just click on the “**UPDATE**” button. The update will run automatically.
*note: internet connection required.



6. **DONE:** The updater will close once it finish updates.

LOGIN TO ONE ERP SYSTEM

ONE ERP SYSTEM is a POS menu system that allows user do front task like sales and ordering.

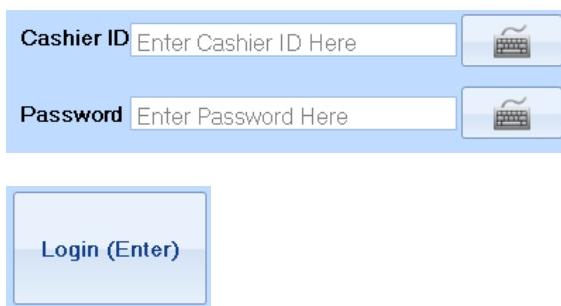
1. Login into ONE ERP SYSTEM.



2. Key in the user ID & Password and press OK

- All user ID & password will be given by the provider, please contact your service provider if you do not have the ID and password.

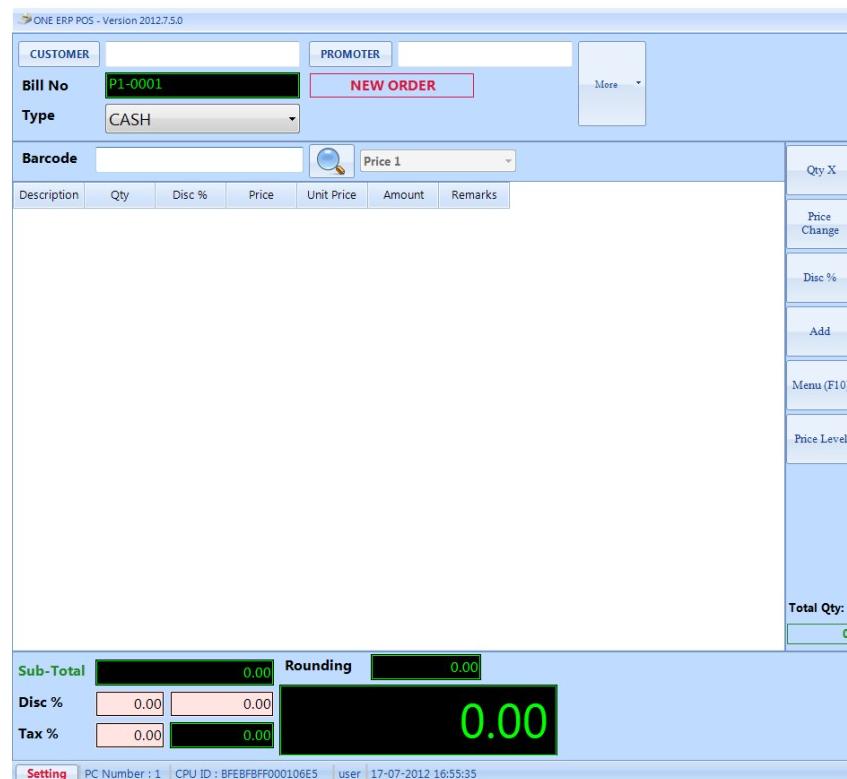
3. Key in the cashier id and password to start login into system.



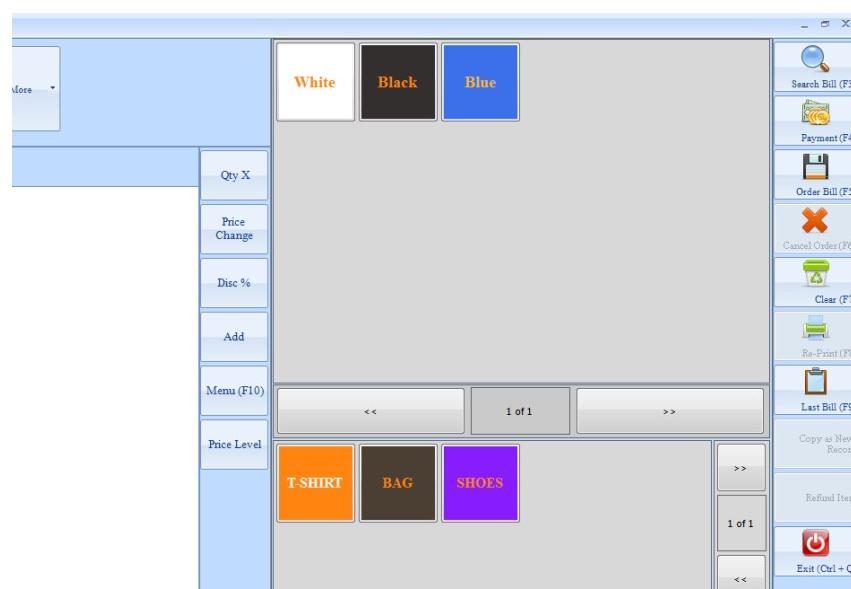
START POS MENU

Welcome to F&B POS System. This is a front end system for user to do daily sales job like item sales, make payment and etc. F&B POS system divided into 2 main screens:

POS system overview

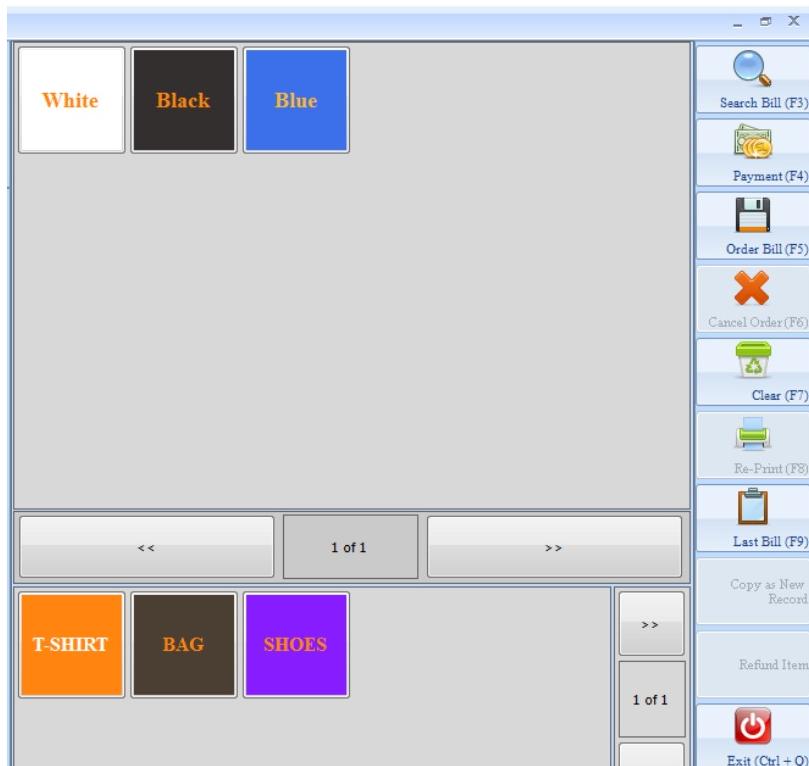


POS system overview with Menu (F10)



Add an ORDER (Place Order)

- At the main menu screen (F10), user can have the overview of all products.



- Select the item that you wish to order and it will automatically add into the Order list.



Click on the item.

Description	Qty	Disc %	Price	Unit Price	Amount	Remarks
White	1.00	0.00	35.00	35.00	35.00	
Black	1.00	0.00	35.00	35.00	35.00	
Blue	1.00	0.00	35.00	35.00	35.00	

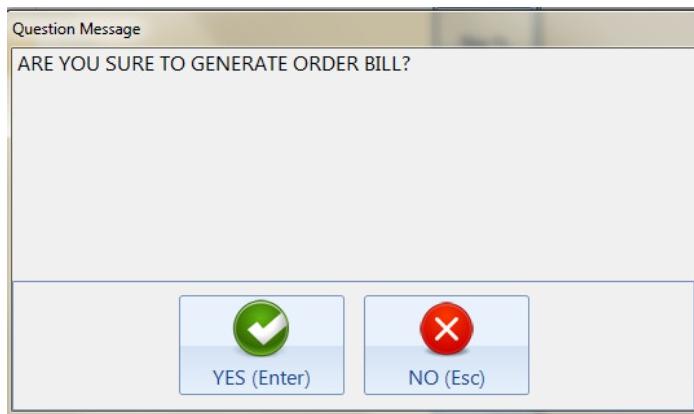
Item added to the list.

Create Order bill.

1. User can create Order bill once the customer order is confirm by pressing **F5** or the button at the right side of the screen as below:



2. When click on the order bill, the system will automatically prints the order bill receipt (Printers required).



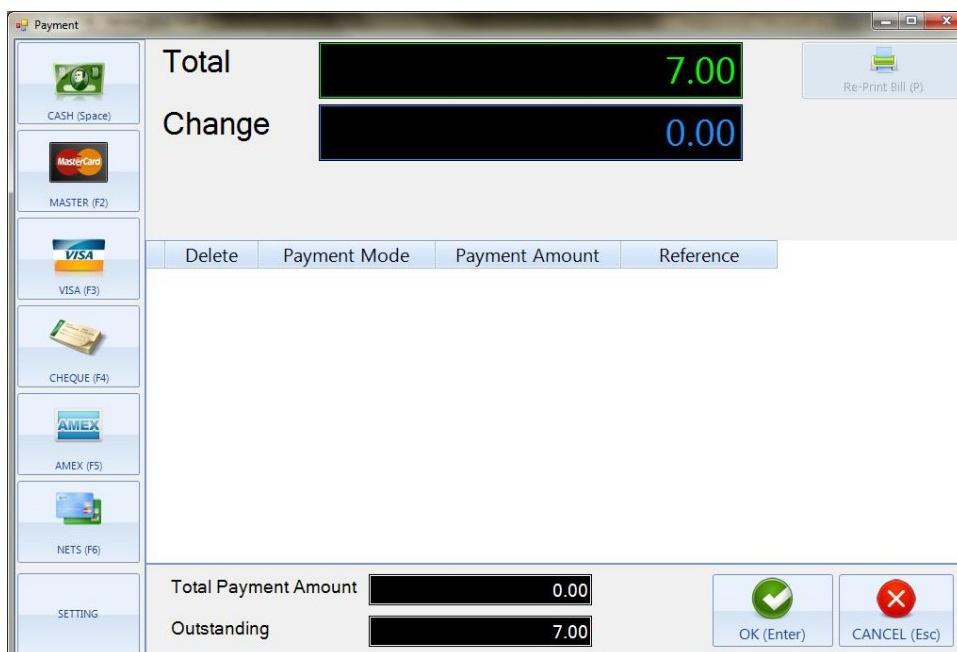
3. Click YES or press enters and the order bill will be printed.

Make Payment

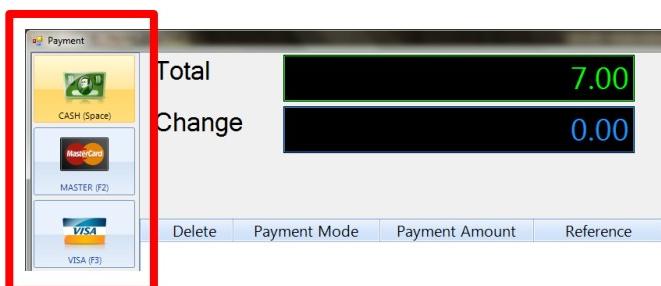
1. This part allows user to calculate the total bills and generate a receipt. Click on the icon at side or click F4 for shortcut.



2. Click on the F4 button, a payment screen will prompt as below:



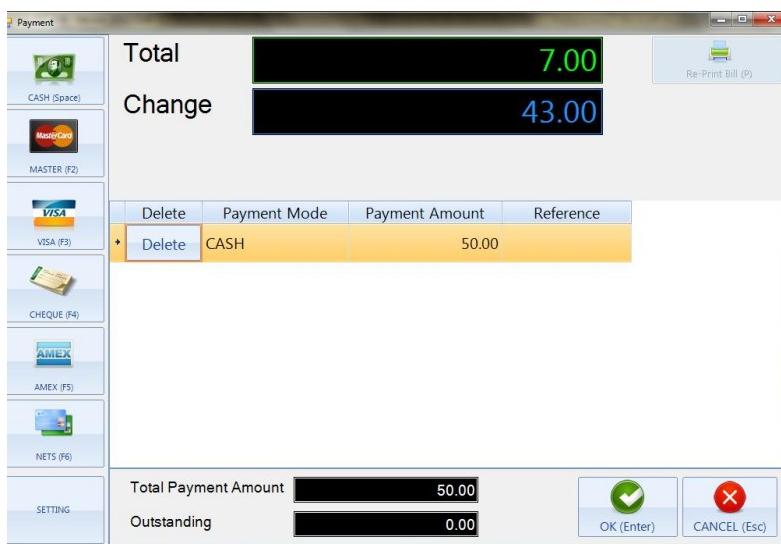
3. Choose the payment types for this payment at the icon on the left side.



4. After selecting a payment type, a calculator will appear for user to key in the amount of the payment receives.



5. Key in the amount and click enter button it will automatically calculate the balance.



6. Click ok to complete payment and it will automatically print and generate a receipt.

NOTE: if user key in the amount wrongly, user can click the "DELETE" button to delete the amount.



Set default payment types:

Total Payment Amount 0.00

Outstanding 105.00

1. Click on the setting button on the bottom of the screen.
2. A setting screen will be prompt for user to select their default payment type.

Apply Default Payment Mode

CASH

3. Tick and apply the default payment mode on the check box.
4. Select the payment types from the drop down list:

Apply Default Payment Mode

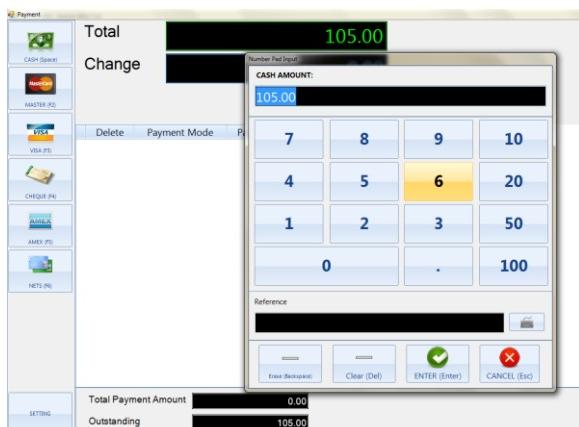
CASH

CASH

MASTER

VISA

5. After save the default payment mode, on the next payment it will automatically jump to the payment screen (based on the default payment selection).



Search Bill

1. User can track and search all the bill record by clicking the Search bill icon (F3).

The screenshot shows a search interface for bills. At the top, there is a search icon labeled "Search Bill (F3)". Below it is a filter bar with a text input field and a calendar icon. Underneath are two date selection fields: "DATE FROM" set to "17-Jun-2012" and "DATE TO" set to "17-Jul-2012". To the right of these are "SEARCH" and "View Bill Info" buttons. A dropdown menu titled "RECEIPT TYPE" is open, showing options: ORDER, CANCEL ORDER, CANCEL RECEIPT, ORDER, and RECEIPT. The "ORDER" option is currently selected. Below the dropdown is a table with columns: BillNo, Desc, Total, OrderBillDate, and CancelOrderBillDate. One row is visible, showing P1-0001, ORDER, 7.00, 17-07-2012 10:15:44, and 17-07-2012 10:15:44.

2. User can select the date to filter the search.

This screenshot shows the same search interface as above, but with a different view. The "RECEIPT TYPE" dropdown is still open, showing ORDER, CANCEL ORDER, CANCEL RECEIPT, ORDER, and RECEIPT. The "DATE FROM" field is set to "17-Jun-2012" and the "DATE TO" field is set to "17-Jul-2012". Below these fields is a calendar for June 2012, with the 17th highlighted. To the right is a table with columns: MinuteDiff, TableStatus, GrandTotal, OrderBillDate, and CancelOrderBillDate. One row is visible, showing 1, , 7.00, 17-07-2012 10:15:44, and 17-07-2012 10:15:44.

3. Choose the receipt type for the searching.

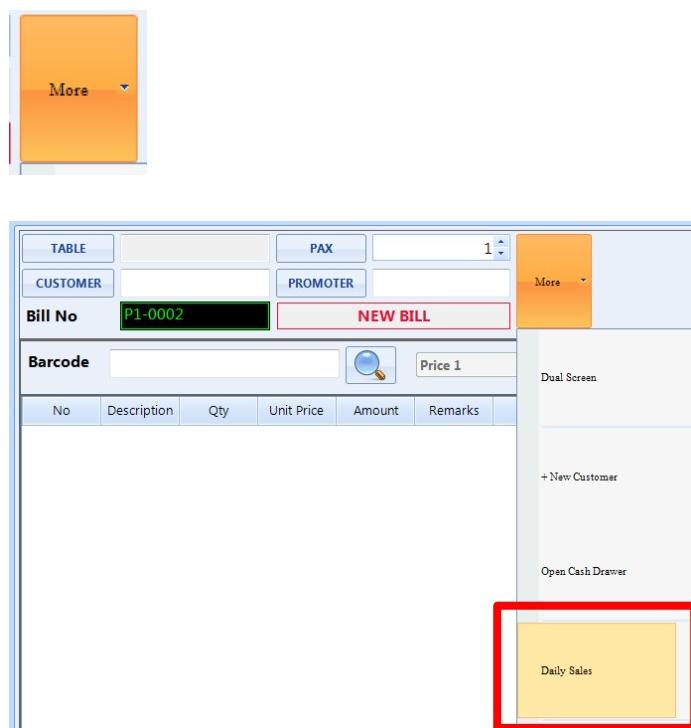
A close-up screenshot of the "RECEIPT TYPE" dropdown menu. It lists five options: ORDER, CANCEL ORDER, CANCEL RECEIPT, ORDER, and RECEIPT. The "ORDER" option is currently selected, highlighted with a blue background.

4. Result will be list down as below:

This screenshot shows the final search results. The "RECEIPT TYPE" dropdown is now set to "RECEIPT". The table below has columns: BillNo, Description, TableName, Pax, MinuteDiff, TableStatus, GrandTotal, OrderBillDate, CancelOrderBillDate, and PaidOrderDate. One row is highlighted in yellow, showing P1-0001, RECEIPT, 1, , 7.00, 17-07-2012 10:15:44, 17-07-2012 10:15:44, and 17-07-2012 10:44:28. A red box highlights this row.

View Daily Sales

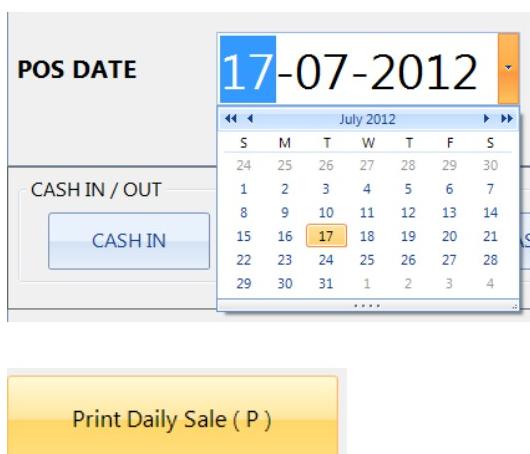
- User can view the total daily sales report. Click on the more button drop down list to view more options.



- Click on the daily sales button and it will prompt a report screen as below:

CASHIER ID : 0001 ; NAME : user																										
POS DATE	17-07-2012	Print Daily Sale (P)	CLOSE (Enter)																							
CASH IN / OUT		DRAWER @ 17-07-2012																								
<input type="button" value="CASH IN"/> <input type="button" value="CASH OUT"/> <input type="button" value="Print Daily CASH IN/OUT (C)"/>		CASH IN DRAWER <input type="text" value="7.00"/>																								
DAILY SALES @ 17-07-2012 <table border="1"> <tr> <td>Subtotal</td> <td>7.00</td> </tr> <tr> <td>DISCOUNT</td> <td>0.00</td> </tr> <tr> <td>TAX</td> <td>0.00</td> </tr> <tr> <td>SERVICE CHARGE</td> <td>0.00</td> </tr> <tr> <td>ROUNDING</td> <td>0.00</td> </tr> <tr> <td>GRAND TOTAL</td> <td>7.00</td> </tr> </table>			Subtotal	7.00	DISCOUNT	0.00	TAX	0.00	SERVICE CHARGE	0.00	ROUNDING	0.00	GRAND TOTAL	7.00	PAYMENT DETAIL @ 17-07-2012 <table border="1"> <tr> <td>BillType</td> <td>Payment Mode</td> <td>Amount</td> </tr> <tr> <td>SALE</td> <td>CASH</td> <td>7.00</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>7.00</td> </tr> </table>			BillType	Payment Mode	Amount	SALE	CASH	7.00	TOTAL		7.00
Subtotal	7.00																									
DISCOUNT	0.00																									
TAX	0.00																									
SERVICE CHARGE	0.00																									
ROUNDING	0.00																									
GRAND TOTAL	7.00																									
BillType	Payment Mode	Amount																								
SALE	CASH	7.00																								
TOTAL		7.00																								

3. Select the date for the daily sales report from the pos date and print the sales report.



4. The daily sales details will be shown as below:

DAILY SALES @ 17-07-2012			PAYMENT DETAIL @ 17-07-2012		
♦ SUBTOTAL		7.00	BillType	Payment Mode	Amount
DISCOUNT		0.00	♦ SALE	CASH	7.00
TAX		0.00	TOTAL		7.00
SERVICE CHARGE		0.00			
ROUNDING		0.00			
GRAND TOTAL		7.00			

View Daily Sales (Cash in/Cash out)

1. User able to cash in or cash out the amount from the cash drawer on the daily sales section.

CASH IN / OUT

CASH IN CASH OUT Print Daily CASH IN/OUT (C)

DRAWER @ 17-07-2012

CASH IN DRAWER 7.00

2. The details will display the result of how much cash has in drawer:

DRAWER @ 17-07-2012

CASH IN DRAWER 7.00

3. To cash in (add) more cash into the cash drawer.

CASH IN

50

7	8	9	10
4	5	6	20
1	2	3	50
0	.	100	

Remarks

Erase (Delete) Clear (Del) ENTER (Enter) CANCEL (Esc)

Question Message

ARE YOU SURE TO CASH IN

RM50.00

AT 17-Jul-2012

YES (Enter) NO (Esc)

4. Successfully cash in to cash drawer.

DRAWER @ 17-07-2012

CASH IN DRAWER 57.00

5. To cash out (withdraw) the cash from the drawer:

CASH OUT

57			
7	8	9	10
4	5	6	20
1	2	3	50
0	.		100

ARE YOU SURE TO CASH OUT

RM57.00

AT 17-Jul-2012

YES (Enter) NO (Esc)

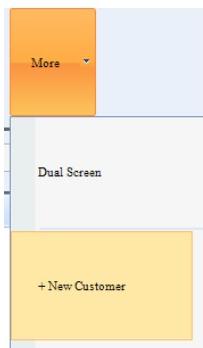
6. Successfully cash out all cash from the drawer.

DRAWER @ 17-07-2012

CASH IN DRAWER 0.00

Add a new customer (member)

- From the more drop down button, select the +New Customer.



- A window will be available for user to create new customer record.

The screenshot shows a Windows-style application window titled "Customer : NEW RECORD". The form contains the following fields:

Field	Type	Value
Customer Code	Text	C0002
First Name	Text	[empty]
Company Name	Text	[empty]
Customer Type	Combo Box	DISTRIBUTOR
Payment Term	Combo Box	CASH
Joined Date	Text	10/07/2012
Suspended	Check Box	[unchecked]
Subscribe News and promotion	Check Box	[unchecked]
General		
Address	Text	[empty]
Delivery Address		
City	Text	[empty]
State	Combo Box	BRUNEI
Contact	Text	[empty]
Fax	Text	[empty]
Facebook	Text	[empty]
Account #	Text	[empty]
Price System		
<input checked="" type="checkbox"/> Apply to Delivery Address		

- All customer personal details like First name, last name, phone, customer type and etc. can be stored.

4. User can add a special delivery address user can click on the tab button as below:

The screenshot shows a software interface with three tabs at the top: 'General', 'Delivery Address' (which is selected and highlighted in yellow), and 'Price System'. The 'Delivery Address' tab contains fields for 'Address' (with four input boxes), 'City' (input box), 'Postcode' (input box), 'State' (dropdown menu showing 'BRUNEI'), and 'Country' (dropdown menu showing 'Brunei').

5. For a different customer type, each customer can be classified in a different price list. Example there is a member price for Platinum, Gold, or silver member with all purchase in different prices. This function allow user to have more control in multi-level pricing for customers.

The screenshot shows the 'Price System' tab. It includes a checkbox labeled 'Apply Price Scheme' which is checked. Below it is a section titled 'Selling Price' with a dropdown menu labeled 'Price Level'. The dropdown menu is open and displays five options: 'Price 1', 'Price 2', 'Price 3', 'Price 4', and 'Price 5'. There is also a 'Remarks' tab at the top right.

6. User can add remarks and note for each customer at the remark tab and note tab.
7. When complete key in all details, click ADD button to create a new customer record.

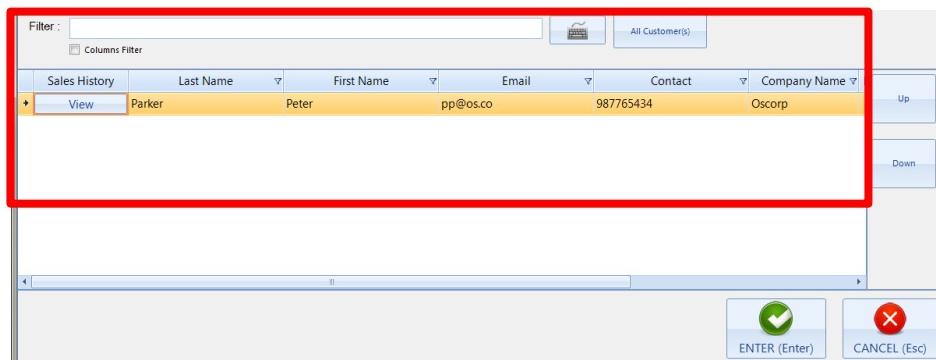


8. Record successfully been added.

9. User can select customer from the top corner of the system menu.



10. Click on the customer button, a list of existing customer will appear for user to choose from.



11. Selected customer will appear at the system menu.



Form UI Settings (Adjust the System Screen/fonts size)

Click the shortcut key of [CTRL + K] on the system screen and it will launch a Form UI setting screen.

1. Right Action Panel 2. MoreButton 3. Grid Action Button 4. Header 5. Menu Setting							
Move Up		Move Down		Panel Width 98			
	Desc	EnableImage	Height	Seq	Visible	FontSize	Alignment
→	Search Bill (F3)	<input checked="" type="checkbox"/>	56	1	<input checked="" type="checkbox"/>	8	Right
	Payment (F4)	<input checked="" type="checkbox"/>	56	2	<input checked="" type="checkbox"/>	8	Right
	Order Bill (F5)	<input checked="" type="checkbox"/>	56	3	<input checked="" type="checkbox"/>	8	Right
	Cancel Order (F6)	<input checked="" type="checkbox"/>	56	4	<input checked="" type="checkbox"/>	8	Right
	Clear (F7)	<input checked="" type="checkbox"/>	56	5	<input checked="" type="checkbox"/>	8	Right
	Re-Print (F8)	<input checked="" type="checkbox"/>	56	6	<input checked="" type="checkbox"/>	8	Right
	Last Bill (F9)	<input checked="" type="checkbox"/>	56	7	<input checked="" type="checkbox"/>	8	Right
	Copy as New Record	<input checked="" type="checkbox"/>	56	8	<input checked="" type="checkbox"/>	8	Right
	Exit (Ctrl + Q)	<input checked="" type="checkbox"/>	56	9	<input checked="" type="checkbox"/>	8	Right

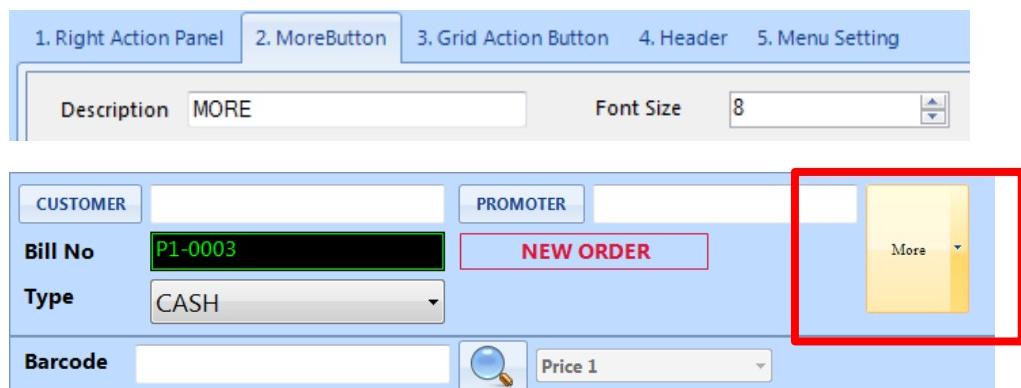
1. Right Action Button TAB

1. Right Action Panel 2. MoreButton 3. Grid Action Button 4. Header 5. Menu Setting							
White	Black	Blue	     				

- User can change the button size, font settings or even hide away the icons.

	Desc	EnableImage	Height	Seq	Visible	FontSize	Alignment
→	Search Bill (F3)	<input checked="" type="checkbox"/>	56	1	<input checked="" type="checkbox"/>	8	Right
	Payment (F4)	<input checked="" type="checkbox"/>	56	2	<input checked="" type="checkbox"/>	8	Right
	Order Bill (F5)	<input checked="" type="checkbox"/>	56	3	<input checked="" type="checkbox"/>	8	Right
	Cancel Order (F6)	<input checked="" type="checkbox"/>	56	4	<input checked="" type="checkbox"/>	8	Right
	Clear (F7)	<input checked="" type="checkbox"/>	56	5	<input checked="" type="checkbox"/>	8	Right
	Re-Print (F8)	<input checked="" type="checkbox"/>	56	6	<input checked="" type="checkbox"/>	8	Right
	Last Bill (F9)	<input checked="" type="checkbox"/>	56	7	<input checked="" type="checkbox"/>	8	Right
	Copy as New Record	<input checked="" type="checkbox"/>	56	8	<input checked="" type="checkbox"/>	8	Right
	Exit (Ctrl + Q)	<input checked="" type="checkbox"/>	56	9	<input checked="" type="checkbox"/>	8	Right

2. More Button TAB

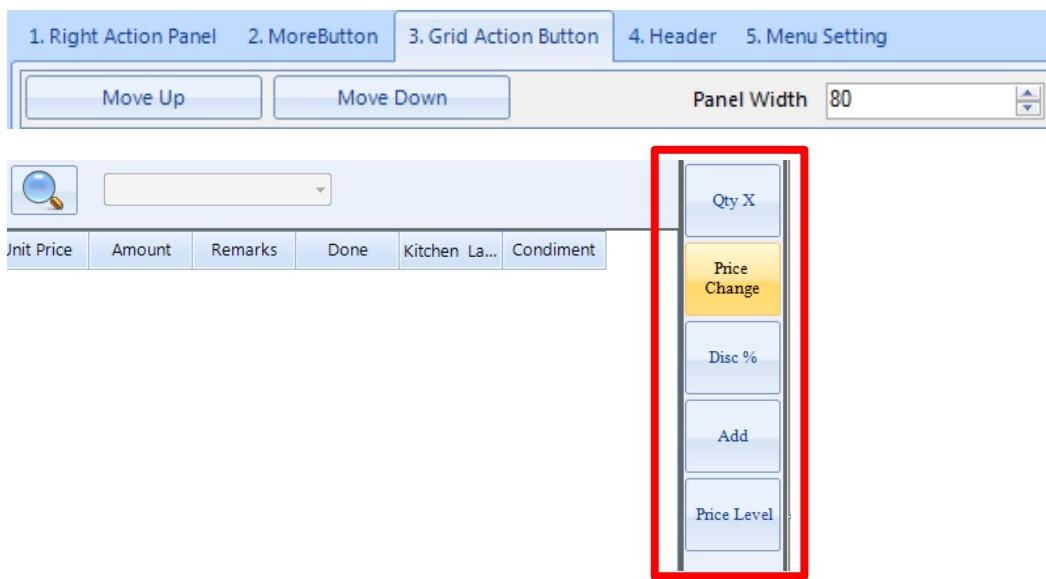


- User can change the button name, or hide the button inside the more drop down list.

Description MORE		Font Size 8	
btnName	Desc	Visible	FontSize
btnDualScreen	Dual Screen	<input type="checkbox"/>	8
btnAddNewCustomer	+ New Customer	<input checked="" type="checkbox"/>	8
btnOpenDrawer	Open Cash Drawer	<input checked="" type="checkbox"/>	8
btnDailySales	Daily Sales	<input checked="" type="checkbox"/>	8
btnDailySalesAll	Daily Sales (All)	<input checked="" type="checkbox"/>	8
btnDeleteItem	Delete Item	<input checked="" type="checkbox"/>	8
btnLogOut	Logout	<input checked="" type="checkbox"/>	8

- Item can be hidden by tick or un-tick the “Visible” button.

3. Grid Button TAB



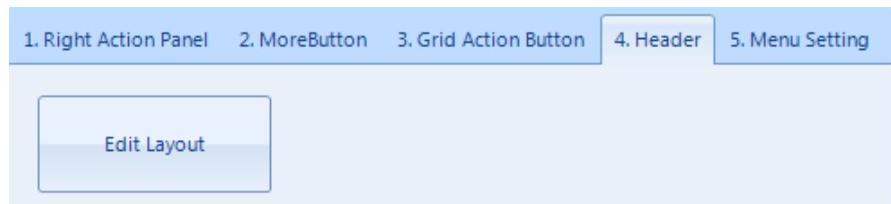
- User can adjust the grid function button in this setting.

The screenshot shows the 'Grid Action Button' tab selected in a top navigation bar. Below the tabs are two buttons: 'Move Up' and 'Move Down'. To the right is a 'Panel Width' input field set to 80 with up/down arrows. The main area displays a configuration grid for the buttons. The first row, containing 'Qty X', is highlighted with a yellow background. The grid has columns for Desc, Height, Seq, Visible (with a checked checkbox), FontSize, and Alignment.

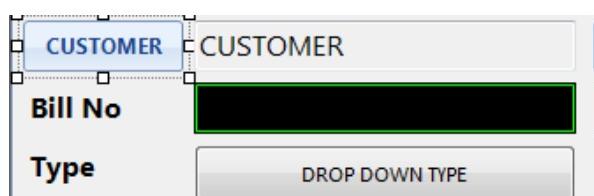
	Desc	Height	Seq	Visible	FontSize	Alignment
Qty X	56	1	<input checked="" type="checkbox"/>	10	Center	
Price Change	56	2	<input checked="" type="checkbox"/>	10	Center	
Disc %	56	3	<input checked="" type="checkbox"/>	10	Center	
Add	56	4	<input checked="" type="checkbox"/>	10	Center	
Price Level	56	5	<input checked="" type="checkbox"/>	10	Center	

- Item can be hidden by tick or un-tick the “Visible” button.

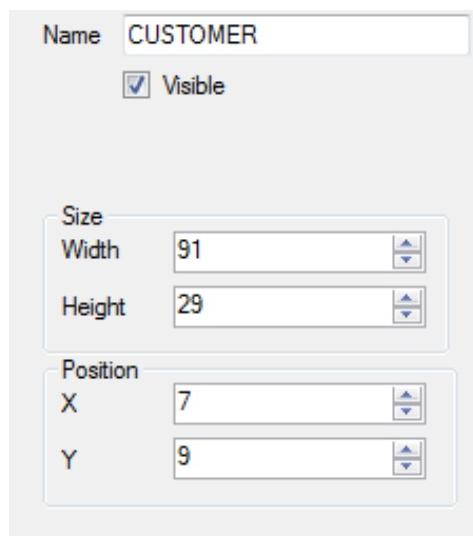
4. Header



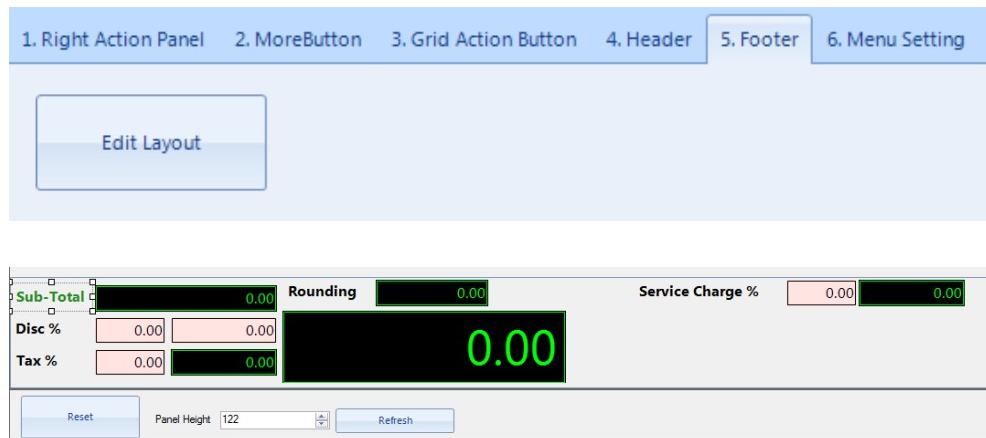
- User can modify or adjust all buttons at the header by changing the name or even change position.
- Select the part that wished to modify.



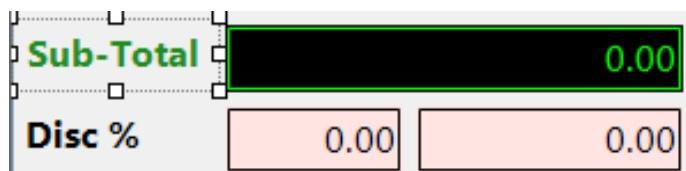
- After select the button, the options will be available at the right side of the screen. Name or even size and position of the button can be adjusted. User can choose to hide the button by un-tick the visible button.



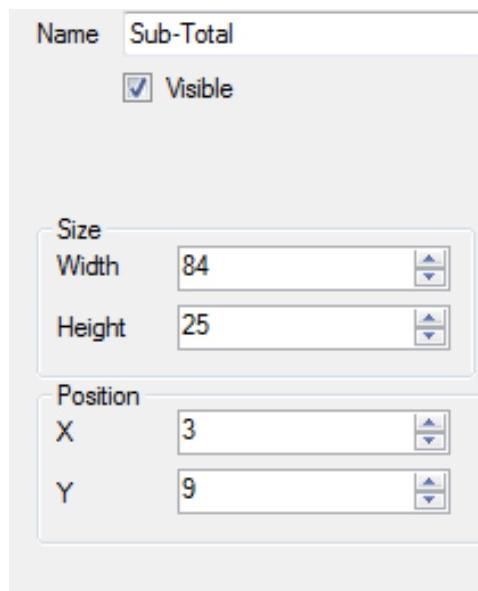
5. Footer



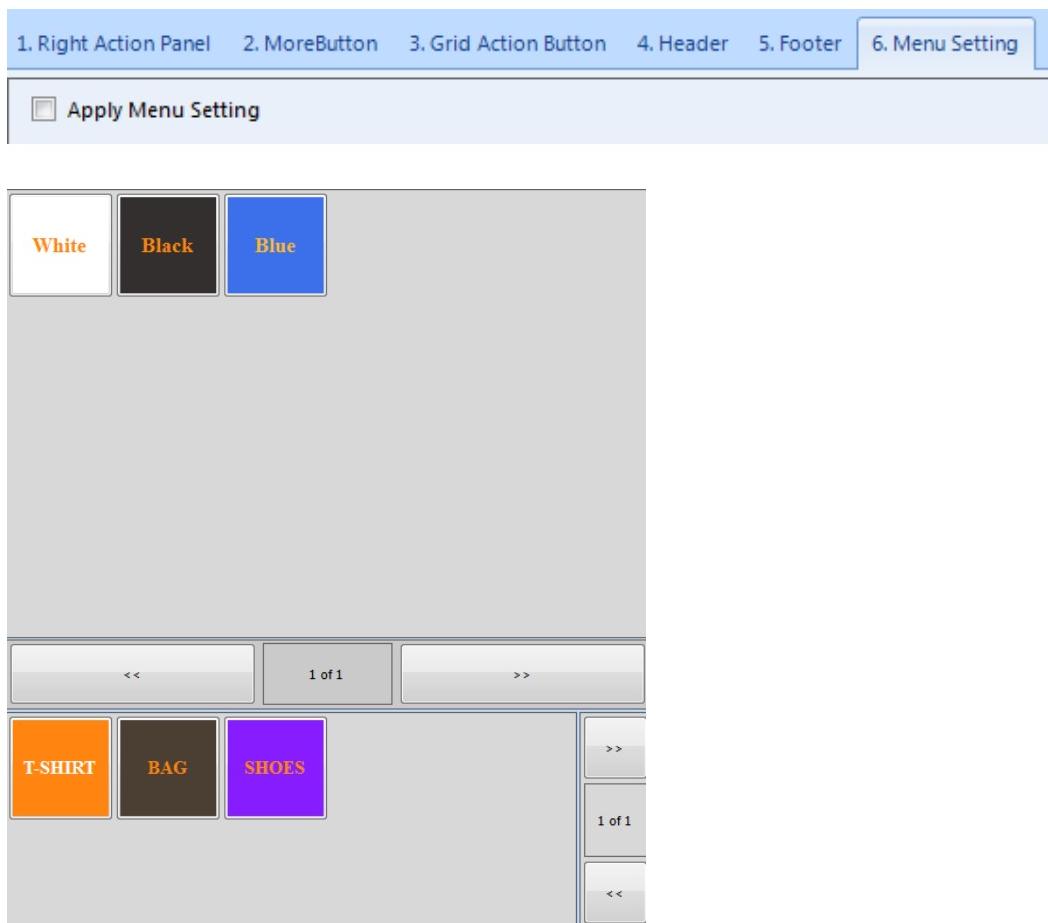
- User can modify or adjust all buttons at the header by changing the name or even change position.
- Select the part that wished to modify.



- After select the button, the options will be available at the right side of the screen. Name or even size and position of the button can be adjusted. User can choose to hide the button by un-tick the visible button.



6. Menu Settings



- User can adjust the item menu, and adjust all width and fonts for the entire button.

- tick on the apply menu settings and press save to apply.